

This position is being advertised under Merit Staffing Procedures.

TITLE, SERIES, GRADE: Program Manager, GS-0301-11/12/13

SALARY RANGE: GS-11: \$50,541.00 - \$65,704.00

GS-12: \$60,570.00 - \$78,745.00

GS-13: \$72,035.00 - \$93,643.00 (All include locality pay)

WORK SCHEDULE: Full-Time

PROMOTION POTENTIAL: GS-13

VACANCY ANNOUNCEMENT NUMBER: 05-EOUSA-49

OPENING DATE: 09/15/05

CLOSING DATE: 09/27/05

DUTY LOCATION(S): United States Department of Justice, Executive Office for U.S. Attorneys, Office of Legal Education, Columbia, SC

NUMBER OF VACANCIES: One (1)

CONTACT: Annette Rodriguez

Phone #: (202) 514-2461

FAX #: (202) 514-7463

TDD #: (202) 616-7888

Send your application package to:

U.S. Department of Justice

Executive Office for U.S. Attorneys

APS/Human Resources Division

Attn: Valerie Cheatham

600 E Street NW, Room 8300

Washington, DC 20530

Applications must be **RECEIVED** by the closing date. Applications submitted using government postage or internal federal government mail systems will not be considered. Please note that mail coming through our mail system can be delayed due to security screening, faxing your resume to our dedicated fax number is encouraged. Applications may be faxed by the closing date. Applicants will not be called to verify receipt of faxed resumes, your fax confirmation is your receipt.

WHO MAY APPLY: All U.S. Attorneys' offices and Executive Office for U.S. Attorneys' - Permanent competitive service employees in all U.S. Attorneys' Offices and Executive Office for U.S. Attorneys', plus well - qualified surplus and displaced employees (CTAP) in the local commuting area. Persons eligible for non-competitive appointment under special hiring authority also may apply (See # 7 of this advertisement).

DUTIES: The Office of Legal Education is located at the National Advocacy Center in Columbia, South Carolina. The Office of Legal Education has responsibility for the training of attorneys in the Executive branch of the Federal Government. The incumbent serves as Program Manager responsible for managing and providing substantive support for the planning, operation, and evaluation of training programs in one or more of the major legal education areas (e.g., criminal, civil, cybercrime, counter-terrorism, management, asset forfeiture, white collar crime, support staff, automated litigation support, appellate).

Actively participates with functional area experts in the planning, execution and evaluation of complex support and paralegal courses and national conferences. Maintains quality and currency of written course materials for assigned legal education area. Provides overall planning and management for course execution. Coordinates voluminous instructional materials into comprehensive training manuals and provides supplemental materials (e.g. handouts, CD rom) as necessary. Evaluates the results of training programs using a variety of analytical methodology and oral and written comments received from faculty and participants. Makes recommendations for new programs, changes in current programs, and better methods and practices to be used in program administration and delivery

GENERAL INFORMATION FOR COMPLETING YOUR APPLICATION:

1. QUALIFICATION REQUIREMENTS - Applicants must have 1 year of specialized experience equivalent to at least the next lower grade level. Specialized experience is experience that has equipped the applicant with the particular knowledge, skills, and abilities (KSAs) to perform successfully the duties of the position to be filled

Applicants must meet all qualification requirements, including time-in-grade, no later than 30 days after the closing date and before placement in the position.

2. EVALUATION METHOD -

A Rating Schedule/Crediting Plan will be used to evaluate an applicant's job-related knowledge, skills, and abilities (KSAs) by reviewing the candidate's experience, education, and accomplishments against a set of predetermined job-related benchmarks.

Knowledge, Skills and Abilities (KSAs):

A.) Knowledge of program management, administration, and evaluation of one or more legal or educational-related programs.

B.) Ability to coordinate unrelated functions (such as budget, human resources, logistics, equipment, etc.) and effectively prioritize work in order to meet multiple deadlines.

C.) Ability to effectively communicate orally and in writing to support the agency's legal education activities and effectively and diplomatically deal with a broad range of persons including federal judges, senior department officials, United States Attorneys and others.

D.) Well-rounded knowledge of information technology applications such as commonly used word processing, spreadsheets, database management (i.e. MS access), legal research tools, and

web-based business applications to monitor, administer, and report on assigned programs.

Applicants are encouraged to address their experience and/or education related to the KSAs described above. We suggest that you address each KSA separately in clear and concise paragraphs. Failure to do so may result in a lower score in the evaluation process.

3. HOW TO APPLY -

Submit the following documents:

--Optional Application for Federal Employment (OF-612), an Application for Federal Employment (SF-171), a resume, or any other written format that describes your job-related qualifications. You should include certain information (such as your Social Security Number and statement of U.S. citizenship) to receive consideration for this position. The brochure "Applying for a Federal Job" (OF-510) outlines what is required.

The OF-510, OF-612, and information about applying for Federal jobs are available from the USAJOBS information system through the website at: <http://www.usajobs.opm.gov/forms.htm>.

--A copy of a Notification of Personnel Action (SF-50) showing proof of career or career-conditional status or reinstatement eligibility, and the highest grade level or highest promotion potential of a position held on a career or career-conditional basis.

--A copy of a performance appraisal issued within the last 12 months (current Federal employees only).

4. ICTAP AND/OR CTAP CANDIDATES - To receive selection priority, surplus and displaced employees must apply and be found well-qualified for the position. A well-qualified CTAP or ICTAP employee is one who satisfies all medical, physical, education, experience and selective factors (if any) for the vacant position; meets the established cut-off score of the crediting plan (half of the total amount of award able points); and, can satisfactorily perform all of the duties of the position within a reasonable orientation period, e.g., 30 days.

CTAP and ICTAP candidates must submit documents which show their eligibility for selection priority. Documentation can include a copy of a RIF separation notice, Certificate of Expected Separation, or some other proof of eligibility for priority selection and a copy of an SF-50 showing their current position, grade level, promotion potential, and duty location.

5. VETERANS' PREFERENCE - Veterans must submit a copy of their DD-214 as proof of entitlement to veterans' preference. Veterans claiming 10-point preference must also submit an Application for 10-Point Veterans Preference (SF-15), a letter from the Veterans Administration, dated within the last twelve (12) months certifying the veteran's present receipt of compensation for service-connected disability or disability retirement pay, or other appropriate documentation.

6. AGENCY REQUIREMENTS AND INFORMATION -

If the position is advertised at more than one grade, indicate the grade level(s) for which you are applying. If not specified, you will be considered only for the highest grade qualified.

Payment of relocation expenses will not be authorized.

Employment is contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice. The selectee will be subject to drug testing by urinalysis prior to appointment.

If you are a male born after December 31, 1959, and are at least 18 years of age, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.

The selectee maybe subject to the satisfactory completion of a one-year supervisory or managerial probationary period unless this requirement has been met previously.

7. EQUAL EMPLOYMENT OPPORTUNITY STATEMENT - Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership in an employee organization, or on the basis of personal favoritism.

The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. If you need a reasonable accommodation for any part of the application and hiring process, please notify the hiring servicing personnel office. The decision on granting reasonable accommodation will be made on a case-by-case basis. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Department of Justice.

Competitive status is not required if you are eligible for a non-competitive appointment, such as those authorized for the severely disabled; certain veterans and disabled veterans; former ACTION volunteers; present and former Peace Corps personnel. Please indicate the type of special appointment you are seeking, if any, on your application. Appropriate documentation to support eligibility is required.